

8 December 1981

MEMORANDUM FOR: GSA Buildings Manager

AT
ATTENTION : [REDACTED]
FROM : [REDACTED]
Deputy Chief, Benefits and Services Division,
Office of Personnel
SUBJECT : Letter of Appreciation

On 7 December 1981 personnel from Mr. Hood's Shop cleaned the fitness room, dressing room and showers area. We feel that they did a most excellent and thorough job and wish to express our appreciation for a job well done.



STAT

BS 12/13
3 December 1981

[redacted] called

to say that he would like the gym closed tomorrow (Friday) for cleaning. I told him that it was too late to be closed tomorrow. I asked if they could do it on Monday. He checked and called me back to say Monday would be fine.

I then called [redacted] and asked him to post signs that the gym would be closed on Monday.

T
Terri

DC/BSB Get